



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: August 31, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement September 1, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Thursday, September 15, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM IV

Intermodal Planning Specialist
Bureau of Planning
Office of Planning and Programming
Springfield

Attachments
40945

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, September 15, 2016, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager IV

Salary Range: \$5,015 - \$9,155

Position Title: Intermodal Planning Specialist

Union Position: ☒ Yes ☐ No

Position Number: PW414-23-10-306-10-01

IPR#: 40945

Office/Central Bureau/District/Work Address:

Office Planning & Programming/Bureau of Planning/2300 South Dirksen Parkway, Springfield, IL

Description Of Duties:

This position is accountable for coordinating and monitoring efforts for the development and enhancement of Intermodal freight/passenger transportation facilities in Illinois. The incumbent is accountable for development and preparation of planning documents that meet federal eligibility requirements for intermodal freight and passenger discretionary program funding of transportation projects in Illinois. As a part of these accountabilities, the position is responsible for representing the department to local government officials, metropolitan planning and organizations (intermodal/freight committees), port districts, airports and private transportation carriers/freight service providers. The position is directly accountable for coordinating efforts for the development of regional commercial ports on the Inland Waterways of Illinois.

Special Qualifications:

Required:

- A valid driver's license
- Occasional travel which may require overnight stays

Desired:

- Knowledge, skill and mental development equivalent to completion of four years of college preferably with courses in planning, environmental science, geography, or social science
- Five years' experience in urban planning, travel demand modeling, economic development, land use planning or equivalent combination of experience and training
- Working knowledge of management techniques and modern organizational concepts
- Ability to plan, organize and execute administrative or technical program requirements
- Ability to organize and lead large groups to accomplish the goals the department
- Proficiency in Microsoft Excel and Access

Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	February 4, 2016	POSITION:	Intermodal Planning Specialist
APPROVED BY:	<i>Karen Shoup</i>	OFFICE/DIVISION:	Office of Planning & Programming Urban Program Planning
CODE:	PW414-23-10-306-10-01	REPORTS TO:	Intermodal Planning Unit Chief

Position Purpose

This position is accountable for coordinating and monitoring efforts for the development and enhancement of Intermodal freight/passenger transportation facilities in Illinois. The incumbent is accountable for development and preparation of planning documents that meet federal eligibility requirements for intermodal freight and passenger discretionary program funding of transportation projects in Illinois. As a part of these accountabilities, the position is responsible for representing the department officials, metropolitan planning organizations (intermodal/freight committees), port districts, airports and private transportation carriers/freight service providers. This position is directly accountable for coordinating efforts for the development of all regional commercial ports on the Inland Waterways of Illinois.

Dimensions

Systems:	Highway – 137,000 miles Transit – 40 local systems Rail – 8,000 miles 8 Class 1 Railroads Airports – 80 public facilities Ports – 13 public districts & 300 private terminals
Major NHS Intermodal Facilities in Illinois:	120
Miles of NHS intermodal Connectors in Illinois	150
Metropolitan Planning Organizations:	16

Nature and Scope

This position reports to the Intermodal Unit Chief.

This position is responsible for development and preparation of freight/passenger intermodal planning and project documents. The incumbent is directly responsible for maintaining close working relationships with Illinois metropolitan planning organizations, port districts, airport authorities, transit agencies and local highway agencies concerning Intermodal coordination, needs and opportunities. The incumbent is responsible for coordination of projects and plans that integrate multiple modes of transportation and will involve private transportation carriers.

The incumbent must possess the ability to tactfully recognize, address, arbitrate and solve the many sensitive issues, problems, and jurisdictional disputes which may arise between the department, other state and federal agencies, units of local government, metropolitan planning organizations, port districts and the private sector. The greatest challenge of this position is to ensure that state and local plans meet federal eligibility requirements for intermodal/freight discretionary programs and to provide the most planning and technical assistance possible with a limited budget to achieve the best development of the State's commercial transportation system. This position analyzes freight and passenger logistics and identifies physical and operational barriers to the efficient movement of goods and people between modal systems. The incumbent is challenged by barriers to full analysis resulting from private sector confidentiality and internal carrier strategies concerning operations and competitive positioning.

As a result, the incumbent must possess good communication, conflict resolution and negotiation skills to reach agreements among parties of widely varying, and often opposing, objectives and motives.

The incumbent helps develop scopes of work to be performed by other Department staff or consultants, follows progress of such work; and makes critical reviews of interim and final products to ensure that Intermodal considerations are appropriately discussed and analyzed. S/He recommends to Bureau management analytical perspectives, assessments and considerations on planning and project documents that are impacted by Intermodal needs or complications. As such, the incumbent will assess the business/investment feasibility of such plans and projects to determine the opportunities and limitations for the Department action. This position supports a unique function within the department in that it coordinates, analyzes and recommends department action from a freight or passenger trip purpose perspective, incorporating all modes and brings together public and private interests to achieve transportation efficiency. In achieving this mission, the incumbent is responsible for monitoring federal programs to identify opportunities for freight/passenger discretionary projects, for assuring complete knowledge of all federal agency planning and program requirements, and developing an information base that includes a system inventory of intermodal links and major intermodal terminals. S/He recommends strategies for improving intermodal connectivity and alternative performance measures for assessing their success. The incumbent recommends development of work programs, program/project monitoring work plans and schedules; and approaches for ensuring close liaison with officials from the public and private sectors. S/He recommends fiscal procedures for administration and monitoring of State grants to port authorities. The incumbent assists the Unit Chief in the development of the Section's budget, potential legislation, assignment and general section administration. The position works under the direction of the Intermodal Planning Unit Chief but is also given some freedom in making decisions related to specific areas of responsibility. Since the incumbent will often represent the department at critical points in relationships with private and private sector entities, s/he will be guided by management when representing the Department. The incumbent recommends policies, procedures, rules, and regulations relating to department programs and his/her responsibilities. S/He consults with the Unit Chief in areas of administrative policy requiring top level management decision.

Inside the department, the incumbent maintains close and frequent liaison with the Division of Aeronautics, Division of Highways, Division of Public and Intermodal Transportation, and staff within the Office of Planning and Programming. Outside the Department, the incumbent maintains regular contact with officials of metropolitan planning organizations, port districts, economic development agencies, US Department of Transportation, the US Army Corps of Engineers, the Illinois Commerce Commission, Civil Aeronautics Board, Department of Commerce and other federal agencies concerned with commercial transportation issues in Illinois. The incumbent develops and maintains close liaison with private transportation carriers and service providers, such as Class 1 railroads and transit system operators.

The incumbent works in a cooperative environment with other section staff to develop and deliver documents and other products of the section. Section assignments require a wide latitude in the use of staff and the ad hoc teaming of professionals. Work assignments may exceed the specific responsibilities of the incumbent's position and often require flexible work and knowledge development skills. The Section and Unit Chiefs may establish work teams and assign leadership responsibility to the professional that s/he deems most accountable for the team's productivity. Travel may be required.

The effectiveness of this position is measured by the quality and timeliness of the incumbent's recommendations and analysis. Specifically, the effectiveness of the position is measured by the preparation of acceptable planning and project documents that support the development of commercial and intermodal transportation in Illinois. The effectiveness of this position is further measured by the incumbent's recommendations/analyses concerning the equitable development and enhancement of intermodal transportation in Illinois. The effectiveness of the incumbent's recommendation will, in part, be measured by their acceptance of the concerned metropolitan

planning organizations and port districts, private transportation carriers and commercial transportation users, concerned federal and state agencies, and the Illinois General Assembly. The incumbent's effectiveness is also measured by the productivity of his/her work toward all assignments from the Section and Unit Chiefs.

Principal Accountabilities

1. Recommends procedures and approaches for developing freight/passenger plans and project documents.
2. Assures that all plans and projects meet all federal, state and local planning, programming and project requirements. Develop and maintain a thorough knowledge of federal and state laws and regulations affecting Intermodal transportation planning, programming and project development.
3. Monitors the development of all intermodal transportation facilities and services in Illinois.
4. Reviews and evaluates the Unit's intermodal system/facility inventory of the Illinois transportation system.
5. Develops and maintains knowledge of the private transportation sector, its operation, its business environment and its long-range market prospects. Develop and maintain similar information on all private transportation firms and carriers.
6. Advises the Unit Chief of problem areas and make recommendations for policies, procedures, rules, and regulations as related to the duties and responsibilities of the position.
7. Cooperates with and assists other staff of the Section relative to development and delivery of Section and Unit assignments, products and documents, including the development of new knowledge for special studies and assignments.
8. Assists Unit Chief administering the Department's Prots Assistance Program.
9. Assists in all Bureau and Section responsibilities.
10. Performs other duties as required or assigned.
11. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.